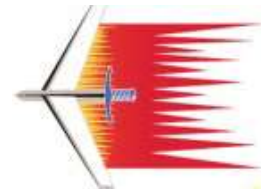




**North Carolina Air National Guard  
Active Guard/Reserve (AGR)  
Vacancy**



**Announcement 2023-31**

Open: 27-Jul-24 Closes: 10-Aug-24

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
Personnel, Superintendent	3F091	SMSGT/E8	0070434534

**ADVERTISE:** Nationwide

**SECURITY CLEARANCE:** Secret

**UNIT/DUTY LOCATION:** JFHQ-NC

1636 Gold Star Drive, Raleigh, NC 27607

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
Maj Leverne Jackman	leverne.jackman@us.af.mil	(984) 664-6109	582-9109

**DUTIES AND RESPONSIBILITIES**

-- Manages the day-to-day operations of the military personnel function. Prepares formal requests for filling vacancies and selects (or participates in the selection of) personnel from lists of eligibles. Formulates and conducts training programs for assigned military personnel specialists and conducts informal training to broaden employee skills. Prepares formal requests and recommendations for promotions, reassignments, and disciplinary actions. Keeps supervisors informed of all aspects of personnel programs, to include merit promotion, position classification, etc.

-- Maintains controls to ensure timely submission of OPBs/EPBs. Reviews computer products, special orders, and other source documents to ascertain when performance and training reports are required. Forwards computer produced OPB/EPB notices to rating and reviewing officials for action. Provides technical assistance to rating, additional rating, and endorsing officials for completion of reports. Maintains a suspense system to ensure timely receipt of OPBs/EPBs from rating, additional rating, and endorsing officials. Reviews completed reports for accuracy and completion, inputs OPBs/EPBs data and forward for inclusion in command and master personnel records. Maintains data that will identify late reporting trends.

-- Administers the officer promotions and airman promotion/demotion programs. Maintains a suspense of all Reserve Officer Personnel Management Act (ROPMA) promotions and promotions to first lieutenant. Coordinates with unit commanders for recommendations on unit vacancy promotions. Prepares and processes officer promotion for Reserve Officer Personnel Management Act (ROPMA) recommendations. Creates and coordinates promotion boards for unit vacancy. Forward conclusions to ARPC/PBO and coordinates with the National Guard Bureau. Reviews enlisted promotion requests for accuracy. Provides technical assistance for promotions. Forwards eligible promotion packages to State Headquarters approval authority for promotions to for Master Sergeant and above.

-- Prepares and maintains official personnel folders as required. Processes all required personnel actions. Manages the Unit Manning Document (UMD) to assist State Command Team in Force Management. Monitors and provides technical advice to members outprocessing for Basic Military Training, Technical School, and Temporary Duty Tours. Prepares enlistment documents and such appointment documents as Emergency Data, Air Force Drug and Alcohol Abuse, Enlistment Contract, Conditional Release, Life Insurance, Legal Residence, college transcripts, and other related documents. Conducts enlistments for new personnel and appointments for officers. Briefs new personnel on enlistment contract and obligations.

-- Monitors the participation and duty status of assigned guard members. Maintains a record of absences. Serves as independent verification source concerning unsatisfactory participation in education and assistance cases. Reviews all requests for discharges and transfers to Individual Ready Reserve (IRR) of all members who fail to participate satisfactorily.

-- Reviews and monitors all administrative discharges and resignations. Performs preliminary counseling as an integral part of the administrative discharge. Coordinates with State Headquarters approving authority for all discharges and resignations.

-- Schedules personnel for separation and retirement processing. Coordinates through unit of assignment to advise members of processing and counseling appointments. Conducts Retirement Briefing for retiring personnel and processes applications for retirement as required. Monitors extensions and cancellations of extensions of enlistment and reenlistment processing. Processes and reviews waivers for reenlistment or separation.

-- Prepares, controls, and processes Special Orders for Enlistment, Promotion, Demotion and Awards Orders

- Formulates, develops, and directs the implementation of policies and procedures affecting Personnel functions. Recognizes need for, initiates action, and directs or personally formulates new administrative policies and procedures, recommending changes designed to improve personnel efforts or services, such as the Officer Accession Program. Analyzes NGB and Air Force regulations and directives pertaining to Quality Force management to determine the effect on the organizations. Monitors the flight status codes in the personnel data system, as required.
- Ensures the input and accuracy of all data located in the Personnel System, that is identified as a responsibility of the Quality Force section. Designs computer products to audit the accuracy of data that is responsibility of the work centers.
- Exercises responsibility for the timely operation of the Selective Retention Program. Schedules production of the notification roster. Maintains the unit data and completes suspense actions. Monitors individuals not selected to ensure that follow-up action is taken for separation.
- In the absence of a unit Security Officer, incumbent directs, coordinates, and oversees the Personnel Security Program in accordance with AOC Security directives. Exercises responsibility for the unit input from initiation to completion of all types of security clearances for unit personnel. Monitors and tracks status of security clearances, utilizing automated system ensuring the unit's mission is not impacted due to lack of clearances for personnel.
- Serves as unit Awards and Decorations Monitor. Prepares awards that are approved at unit level. Collects results of board, prepares packages and submits awards requiring approval from State Headquarters and/or NGB.
- Coordinates issue of Military and Dependent I.D. cards to include DEERS Pre-Enrollment process. Briefs military members and dependent on privileges
- As the Unit Body Composition Monitor, incumbent provides direction and assistance to the Group Commander on ANG policy regarding the Weight and Body Fat Management (WBFM) Program. Conducts weigh-ins and measurements for personnel for promotions, retention, and temporary duty assignments.
- Prepares annual budget requests and plans to obligate funds for military personnel and operations and maintenance. Coordinates the execution of resources for operations and training with supervisors and commanders. Monitors and reports the status of funds and irregularities.
- Performs numerous other duties as assigned.

### **SPECIALTY QUALIFICATIONS**

MIN/MAX RANK: MSGT/E7 - SMSGT/E8

Any AFSC may apply

\*For MSGT/E7 applicants, Promotion to SMSGT/E8 will be dependent upon Control Grade availability\*

- Knowledge. Knowledge of personnel policies and procedures; preparing and maintaining records; assignment, promotion, customer service, quality force, personnel readiness, deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.
- Experience. Desired experience includes Resource Advisor; Unit Fitness Program Management; Unit Training Management; Unit Health Monitor; Unit Deployment Management; Protocol; Unit Security Management; Orders Writing, Commander's Support Staff duties for assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, personnel reporting.

### **SPECIAL CONSIDERATIONS**

- Telework is NOT authorized.

\*AFSC Requirements. The selectee must possess or complete retraining into AFSC 3F0X1 as indicated in Qualifications/Eligibility Requirements section. Retraining into the 3F0 Career Field is limited to E-7 and below for the Air National Guard. Exceptions to policy will be reviewed on a case-by-case basis by the component 3F0 Career Field Functional Manager.

## QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
9. Must have adjudicated Security Clearance before starting tour.

## APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. [NGB Form 34-1 Application Form](#) for Active Guard/Reserve (AGR) Version dated Nov 2013--Completed and Signed
2. CURRENT full Records Review RIP available on [vMPF](#) (Must be a full RIP)
3. [ARCNet Readiness](#) print out. (includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from [myFitness](#)
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory.

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Announcement Number, Last name, First name, Grade

Email ENCRYPTED Application Package to [145FSS.HRO.Actions@us.af.mil](mailto:145FSS.HRO.Actions@us.af.mil).

### THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.